

Approved

September 10, 2014  
The Compass School Council  
The Compass School  
537 Old North Road  
Kingston, RI

## MINUTES

**Call to Order:** Dina Mandeville, Council President, calls the meeting to order at 6:02 PM.

**Roll Call of Members Present:** Elizabeth Allen (EA), Dina Mandeville (DM), Heidi Vazquez (HV), Hilary Downes-Fortune (HD), Marisa Gallagher (MG), Charlie Weygand (CW), Polly Cuddy (PC), and Susannah Strong (SS)

**Absent:** Rick Rhodes (RR)

**Also Present:** Michelle Clifford (MC), Cyrus Beasley (CB)

### Approval of Minutes

*PC motions to approve the August 2014 Council Retreat Minutes.*

*SS seconds.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion Passes*

*EA motions to approve the August 6, 2014 Minutes.*

*MG seconds.*

*In favor: 8    Opposed: 0    Abstain: 0*

*Motion Passes*

### Committee Reports (Consent Agenda)

DM requests to take the Committee Reports out of the Consent Agenda.

#### Development/Treasurer's

The Development Committee will have its first meeting on September 25<sup>th</sup> at 6:30 PM.

Rick Rhodes (RR) entered at 6:09 PM.

Council accepts the Development/Treasurer's Report.

#### Site Maintenance

Not much to report this month. I did go to the town hall to see if I could get the fees waived for the permitting of Britt's projects. No luck. As we are a state but not a town entity, we are on the hook for all town permits.

Approved

I would like to give a warm welcome to Ed Marchetti, our new maintenance man, who is sure to make the next Site Committee chair's job much easier and more productive. I am excited to see impact of this development on our campus.

HD nominates CW to become chairman of the Site Committee.  
CW accepts.

*HD motions to approve CW as chairman of the Site Committee.*  
*EA seconds.*  
*In favor: 9    Opposed: 0    Abstain: 0*  
*Motion Passes*

CW has been charged with scheduling a Site Committee meeting. HV charges CW with setting up a transition meeting with Ed Marchetti, Dr. Holder, and CB.

### Learning

The Learning Committee did not meet over the summer, thus there is nothing new to report. We do, however, need to discuss how to proceed this year, based on the results of last year's research and findings on middle school learning, and possibly in conjunction with newly formed committees established by Dr. Holder to address RIDE regulations.

DM requests council accept the Learning Committee report.

Next Learning Committee meeting to be held on October 1<sup>st</sup> at 3:30 PM.

### Policy

Council charges the Policy Committee with reviewing the Acceptable Use Policy (Internet) and Teacher Evaluation Committee Policy for October's Council meeting, and with doing an annual review of all policies.

First meeting to be held on September 24<sup>th</sup> at 5:00 PM.

### Co-Op

EA nominates PC to be chair of the Co-Op committee.  
PC accepts.

*EA motions to approve PC as chair of the Co-Op Committee.*  
*HV seconds.*  
*In favor: 9    Opposed: 0    Abstain: 0*  
*Motion Passes*

### **Requests from Community for Agenda Items and Comments**

Elisa Lucia asked if the matter of the middle building and the boys' bathroom have been placed on the Site Committee's agenda.

Approved

Martha asked about having a BBBSRI collection bin on the property as a fundraising effort.  
Amy Henderson asked about busing issues and class sizes.

## Director's Report

**The Compass School of Rhode Island  
Kingston, Rhode Island 02881  
School Director's Report to School Council  
September 10, 2014**

### 1. ENROLLMENT

#### Enrollment Projections for 14-15, Sept 4, 2014

Grade Groups	Grade	Enrollment – Actual & (Admitted)
Explorers (34)	K	16
	1	18
Adventurers (19)	2	19
Discoverers (39)	3	20
	4	19
Investigators (35)	5	19
	6	18
Navigators (31)	7	20
	8	17
TOTAL		166

#### Enrollment/Budget Difference

Actual Ending Enrollment, 6/14	163
Enrollment in 14-15 Budget	161
14-15 Enrollment, 9/4	166
Difference (Budget & Actual)	5

### 2. RECOGNITIONS FOR LEADERSHIP AND ON-GOING PROFESSIONAL DEVELOPMENT

- **Cathy Fusco, Michelle Clifford** and **Katey Kiselica** for Professional Development Session on Special Education, Section 504 and Response to Intervention on August 26
- **Diane Barzaghi** for her leadership/professional development on Health/Safety on September 9

### 3. STAFFING

The following lists reassignments and vacancies for 2014-15:

#### Reassignments:

- **Holly Abney** from TA with Explorers (**Marilyn King-Jorgensen**) to TA with Navigators (**Harlyn Benetti** and **Hilary Downes-Fortune**)
- **Emily Campbell** from TA Navigators (**Harlyn Benetti** and **Hilary Downes-Fortune**) to TA with Explorers (**Marilyn King-Jorgensen**)

#### New Employees:

- **Edward Marchetti**, Facility Manager (Interim) – 30 hrs./wk. for 11 months with 2 weeks (paid vacation), \$30,000. No benefits requested.
- **Mary Ackermann**, Office Assistant, 10hrs/wks. For school year \$6000

#### Vacancies:

- Music Teacher (0.4) – posted on School Spring – Long Term Substitute (**Heather Skidds**) hired for September and October

#### Teacher Assistants

- I have worked with the Teacher Assistants to create a Job Description that reflects their current duties/responsibilities. This includes an evaluative rubric.

Approved

#### **4. FACILITIES**

With Ed Marchetti's assistance, improvements made include:

- Order window screens for the Main Building
- Trimming bushes
- Tree trimming and removal of dead/diseased pine trees
- Contracting a tree service to cut a maple tree on the farmhouse site – too close to the wires/building and causing damage to the farmhouse roof
- Filling potholes in the driveways
- Cleaning/clearing the electrical closet in the Main Building
- Removal of vines on stonewalls
- Control for bees on the playground
- Contacting the cleaning service so the service complies with the contract
- Contracting the portable classroom leaser to correct safety and structural improvements
- Gathering from staff a short list of improvements/maintenance and long-range improvements for the near future

#### **5. UP-COMING EVENTS**

- September 18 – Open House/Back-to-school Evening for parents
- September 20 – International Coastal Cleanup @ Ea. Mantunuck
- September 23 – School Pictures
- Flu Clinic @ Compass, Oct 1

#### **6. Recommendations for Council – attachments below**

- Endorsement of Staff Handbook for 2014-15 – separate copy
- Endorsement of The Compass School Community Code
- Endorsement of Job Description for Facility Manager
- Endorsement of Job Description for Teacher Assistants
- Policy Recommendation – 1<sup>st</sup> Reading – Teacher Evaluation Committee

DM states there are policies referenced in the Director's Report ("Acceptable Use Policy" and Teacher Evaluation Committee") that will be sent out for community feedback and placed on the agenda for the October 8<sup>th</sup> meeting.

### **Business Manager Report**

EA presents the status of our transition to Dittmar, McNeil and Ferrilito, and how other business management duties are being covered in house.

*EA motions to pay a stipend to our Student Services Coordinator in addition to her salary to reflect additional responsibilities, in consultation with our business management firm.*

*MG seconds.*

*In favor: 9    Opposed: 0    Abstain: 0*

*Motion Passes.*

### **Insurance**

DM presents the status of our insurance policies and options for health insurance.

*EA motions to give authority to DM to negotiate an HRA to assist with the increased deductible associated with the new insurance plan.*

Approved

*RR seconds.*

*In favor: 9    Opposed: 0    Abstain: 0*

*Motion Passes.*

### **Requests from Community for Agenda Items and Comments**

None.

### **Announcements**

Council members need to attend to any outstanding RI Ethics Commission filings immediately.

Council members need to sign up for training offered by RIF in September and October.

**7:22 PM Meeting Adjourned.**